

## STATEWIDE MASTER LEASE SERVICES CONTRACT GENERAL INFORMATION

### Master Lease Contract – What is it?

- The Master Lease Contract is a Procurement Contract (Contract C206031001) that enables state agencies to procure products under normal means of procurement and finance the purchase through the Master Lease Services contractor, Banc of America (B of A).
- A lease agreement would be exercised with B of A, B of A would pay the product vendor and the state agency makes quarterly lease/purchase payments to B of A.

### What types of products can be financed?

- Computer equipment, including main-frame computer equipment, mid-range computer equipment, personal computer equipment, and peripheral computing equipment
- Office equipment, including copiers, etc.
- Telecommunications or telephone systems
- Printing and typesetting equipment
- Motor vehicles, including tractors, non-road use vehicles, material handling equipment and agricultural equipment
- Laboratory equipment, medical equipment, airplanes and portable structures
- Other tangible personal property and perpetually-licensed computer software approved by the Office of Administration
- Refinancing of current lease/purchase obligations held by state agencies

### What are the terms and rates?

- Lease term lengths may be 2-year, 3-year, 5-year, 7-year and 10-year but can not exceed the weighted average useful life of the product being financed.
- The applicable lease rates will be based on the like-term Constant Maturity Treasury (CMT) Rates. The applicable CMT Rates may be found at the following website:  
<http://www.treasury.gov/offices/domestic-finance/debt-management/interest-rate/yield.shtml>
- The CMT Rate will be adjusted pursuant to the table below to arrive at the contracted lease rate:

REPAYMENT TERM LENGTH	APPLICABLE BASE RATE	% OF BASE RATE TO DETERMINE LEASE RATE
Two-Year Term	2-Year CMT	77.60 % of Base Rate
Three-Year Term	3-Year CMT	77.40 % of Base Rate
Five-Year Term	5-Year CMT	76.40 % of Base Rate
Seven-Year Term	7-Year CMT	78.50 % of Base Rate
Ten-Year Term	10-Year CMT	77.80 % of Base Rate

### How do I get started?

- After the decision has been made to proceed with a lease/purchase and prior to ordering the eligible property, the state agency shall complete a ***Request for Funding Document*** (see Notification of Statewide Contract) of and send to the attention of the Assistant Director of Financial in the Office of Administration, Division of Accounting.
- Upon receipt of an approved Request for Funding Document from the Division of Accounting, the state agency shall forward this document to the contractor, Banc of America, at the address indicated on the Notification of Statewide Contract. Banc of America will then establish a lease schedule that will need to be signed by the agency.
- See Notification of Statewide Contract (<http://www.oa.mo.gov/purch/contracts/index.htm>) for complete procedures for use.

### Who do I contact for more information?

- OA/DPM Buyer: Gary Eggen - Phone: (573) 751-2497 - Email: [gary.eggen@oa.mo.gov](mailto:gary.eggen@oa.mo.gov)
- OA/Accounting Contact: Karen Harms - (573) 751-4761 - Email: [karen.harms@oa.mo.gov](mailto:karen.harms@oa.mo.gov)
- B of A Contact: Gail Smedal - Phone: (415) 765-7390 - Email: [gail.smedal@bankofamerica.com](mailto:gail.smedal@bankofamerica.com)